



**Office of  
General Services**

# **Pre-Bid Webinar**

**Solicitation 23083**

**Environmentally Preferable Lighting**

# Housekeeping

1. If you have not done so already, please make sure that your phone is on **mute**.
2. Please **hold** all questions until the end of the presentation.
3. This PowerPoint will be made **available** at the following address:  
<https://www.ogs.ny.gov/purchase/biddocument/23083Bid.asp>

# General Information

# OGS Representatives

Name	Title
Jonathan Davis	Contract Management Specialist 1
Todd Gardner	Contract Management Specialist 3
Bruce Hallenbeck	Procurement Manager 2



# Webinar Agenda

Activity	Time(s) Approx.
Introduction - General Information	1:00-1:05 PM
Procurement Lobbying Law	1:05-1:10 PM
Solicitation Overview	1:10-1:20 PM
Bidder Minimum Qualifications	1:20-1:35 PM
Verifiable Sales	1:35-1:40 PM
How This Contract Will Be Awarded	1:40-2:00 PM
Pricing Attachment 1- Overview	2:00-2:15 PM
Administrative Proposal Requirements	2:15-2:30 PM
Questions – time permitting	2:30 PM

# Key Event Calendar

Event	Date	Time
Closing Date for Bidder Inquiries	12/1/2017	5:00 PM ET
Responses to Bidder Inquiries (Estimated)	12/08/2017	00:00 ET
Bid Opening / Due date for Bids	12/20/2017	11:00 AM ET

**Changes may occur.** The most recent version of the calendar will be available in the solicitation document on our website at:  
<https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>

# Today's Question and Answer Policy

Any questions asked today must be submitted in accordance with **Section 1.6, *Bidder Questions*** of the Solicitation using the **Attachment 7 – *Bidder Questions Form***.

Only the written responses published after today's conference will be the official, binding responses of the state. In the event of an inconsistency between this PowerPoint presentation and the solicitation, the solicitation and the attachments posted to the OGS Procurement Services website shall supersede information in this presentation.

Today's verbal answers are **not** binding.

# Procurement Lobbying Law & What You Need to Know



# Summary of Policy and Prohibitions on Procurement Lobbying

Pursuant to State Finance Law § 139-j and § 139-k, this Solicitation includes and imposes certain restrictions on communications between OGS and a Bidder during the procurement process (“restricted period”).

A Bidder is restricted from making contacts from the earliest posting, on a governmental entity’s website, in a newspaper of general circulation, or in the procurement opportunities newsletter of intent to solicit offers/bids, through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a).



# Who is a Designated Contact

## PRIMARY CONTACT

Jonathan Davis, Contract Management Specialist 1

Phone: (518) 473-5083 | Email: [jonathan.davis@ogs.ny.gov](mailto:jonathan.davis@ogs.ny.gov)

## SECONDARY CONTACT

Todd Gardner, Contract Management Specialist 3

Telephone: (518) 474-4543 | Email: [todd.gardner@ogs.ny.gov](mailto:todd.gardner@ogs.ny.gov)

## TERTIARY CONTACT

Bruce Hallenbeck, Procurement Manager 2

Telephone No. (518) 408-1705 | E-mail: [bruce.hallenbeck@ogs.ny.gov](mailto:bruce.hallenbeck@ogs.ny.gov)



# Want more information

Refer to

- <https://ogs.ny.gov/BU/PC/SPC.asp>
  - OGS policies and practices
  
- <http://www.ogs.ny.gov/ACPL/>
  - Guidance from the Advisory Council on Procurement Lobbying, including FAQs



# Designated Contacts for MWBE Inquiries

## PRIMARY CONTACT

Anuola Surgick | Phone: (518) 486-9284  
Email: [anuola.surgick@ogs.ny.gov](mailto:anuola.surgick@ogs.ny.gov)

## SECONDARY CONTACT

Tryphina Ramsey | Phone: (518) 486-9284  
Email: [tryphina.ramsey@ogs.ny.gov](mailto:tryphina.ramsey@ogs.ny.gov)



# Designated Contacts for SDVOB and Insurance Inquiries

## SDVOB CONTACT

Anthony Tomaselli | Phone: (518) 474-2015  
Email: [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov)

## INSURANCE CONTACT

Leighann Brown | Phone: (518) 457-6595  
Email: [ogs.sm.insrev@ogs.ny.gov](mailto:ogs.sm.insrev@ogs.ny.gov)



# MWBE & SDVOB Interest in Partnering with Bidders

If a New York State certified M/WBE or SDVOB vendor would like to indicate its interest in being a subcontractor or supplier with participating Bidders, please send an email entitled “IFB 23083 M/WBE or SDVOB INTEREST\_COMPANY NAME” to [jonathan.davis@ogs.ny.gov](mailto:jonathan.davis@ogs.ny.gov) on or before **December 1st 2017**.

Further detailed information can be found in **IFB Section 1.7**.

# Solicitation Overview

# Overview

This IFB is issued by the New York State Office of General Services Procurement Services (OGS) to offer authorized users a limited selection of environmentally preferable lighting products at competitive pricing and, that meet the NYS EO4 specifications for “Lighting Fixtures, Ballasts, and Lamps”.

## Overview, Cont'd:

### The goal of the NYS EO4 Specification for 'Lighting Fixtures, Ballasts, and Lamps'

To eliminate the purchase of inefficient lighting and high mercury content lighting in New York State facilities and require highly efficient lighting, including the use of mercury-free LED technology when possible.

To view the specification, visit <https://ogs.ny.gov/greenny>



## Overview, Cont'd:

A Contract resulting from this Solicitation shall be an estimated quantity Contract. No specific quantities are represented or guaranteed and the State provides no guarantee of individual Authorized User participation.

The individual value of each resultant Contract is indeterminate and will depend upon the number of Contracts issued and the competitiveness of the pricing offered.



## Overview, Cont'd:

This procurement includes the following 9 Lots. The products that are bid must meet the requirements in **Section 3 'Specifications'** for the applicable Lot.

- 1) LED Recessed Troffers,
- 2) LED High Bay Lighting,
- 3) LED Street Lighting,
- 4) LED Wall Packs,
- 5) LED and Photoluminescent Exit Signs,
- 6) LED T8 Plug and Play Tubes, 4 foot,
- 7) T8 Linear Fluorescent Lamps (LFL), 4 foot,
- 8) Electronic Ballasts for T8 LFL and
- 9) Recycling Kits



# Overview, Cont'd:

## Lot Structures

Lots 1 through 6 and 9 are structured for multiple awards. Awards range from 3 to 6 products per Item.

There are market basket items in Lot 7 and in Lot 8. In these Market Baskets items there will be only **one** award issued for each market basket item.

# Who Can Use Our Contracts

Awarded contracts may be utilized by all New York State agencies and other Authorized Users as authorized by §163(1)(k) of the State Finance Law, including but not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.



# Bidder Minimum Qualifications

## Bidder Minimum Qualifications, Cont'd:

A Bidder shall meet the following requirements regarding its qualifications

1. The Bidder must be either:

- a) A manufacturer of the lighting products being bid or,
- b) An entity authorized by the manufacturer to sell the lighting products being bid. Such entity must be able to quote statewide, accept orders & invoices and receive payment for the lighting products being bid.  
(Attachment 9 required)



## Bidder Minimum Qualifications, Cont'd:

A Bidder shall meet the following requirements regarding its qualifications:

2. The Bidder must have maintained an organization, in continuous operation, for a minimum of three (3) years immediately preceding the bid opening date as either a manufacturer of lighting products or as an entity authorized by the manufacturer to sell lighting products.

## Bidder Minimum Qualifications, Cont'd:

A Bidder shall meet the following requirements regarding its qualifications:

3. The Bidder must have verifiable sales of at least \$50,000 of **any** lighting products to governmental entities in each of the three (3) years immediately preceding the bid opening date. (Attachment 11 required)

## Bidder Minimum Qualifications, Cont'd:

Bidder Minimum qualifications are documented and supported using:

**Attachment 10 - *Minimum Qualifications Submittal Form*** and  
**Attachment 11 – *Verifiable Sales*.**

Bidder is advised that the State's intent in having the requirements listed in the IFB are to ensure that only qualified and reliable Contractors perform the work of the resulting Contract.



# Verifiable Sales

# Verifiable Sales

To meet the Verifiable Sales Requirement, the Bidder shall utilize **Attachment 11 - Verifiable Sales**, which summarizes the Government Entity, invoice date, invoice number, and invoice total.

Electronic copies of each qualifying invoice detailing and highlighting the actual Products sold is required for verification purposes and must be provided with the bid submission as per **Section 2.2 Verifiable Sales**.

## Verifiable Sales, Cont'd:

Each invoice must contain or be accompanied by the following information.

1. Manufacturer of the lighting products
2. Government Entity purchasing
3. Item description(s)
4. Item amount(s)
5. Product name
6. Invoice date
7. Invoice number
8. Invoice total



## Verifiable Sales, Cont'd:

Bidders who hold other contracts with OGS may provide contract sales reports of any lighting products in lieu of invoices.

If a Manufacturer has no verifiable sales to any Government Entity, but sells its Products through a Reseller to Government Entities, then that Manufacturer may use those Reseller invoices to demonstrate verifiable sales.

**Failure to provide this information may result in a request for Bidder clarification and may delay review of Bidder Submission and possibly result in a non-responsive finding.**

# Pricing Attachment 1 Overview

# Information for completing the Price Pages document:

1. A Bidder may bid on any or all Lots or Items. If Bidder is not bidding on an Item, Bidder shall leave the cells for that Item blank.
2. Bidder must answer all questions in Attachment 1 Pricing pertaining to the products being bid. Please note that products that fail to meet the specifications of this IFB, as indicated by a “No” in the 'Product Meets Specifications?' field, will not be considered for award.

**Details may be found in Section 4.10 Cost Proposal.**

# Information for completing the Price Pages document , Cont'd:

3. The Bidder may bid up to 3 individual products for the Items in the Lots specified below:
  - A. Lots 1 through 5 - All items
  - B. Lot 7 - Item 7d
  - C. Lot 8 - Items 8c, 8d, 8e and, 8f.
  - D. Lot 9 - All items
4. The Bidder may bid on up to 6 individual products for the Items in Lot 6.

# Information for completing the Price Pages document , Cont'd:

5. For the Items listed in paragraphs (3) and (4) on previous slide, if the bid for an individual product contains blank or improperly completed cells, then the product may be found non-responsive and rejected.
6. For all Market Basket Items (Items 7a, 7b, 7c, 8a, and 8b) bid on, pricing must be provided for all products in the Item. Failure to provide pricing for all products in a market basket Item shall result in the disqualification of the bid for the Item. Market Basket products that contain blank or improperly completed cells other than pricing may result in the bidder being found non-responsive and the bid rejected.

## Information for completing the Price Pages document , Cont'd:

7. Pricing must be submitted as a monetary value.
8. All monetary values will be rounded to 2 decimal points (e.g., \$557.2340 shall be rounded to \$557.23).



# Review of the Price Pages documentation:

<b>Bidder's Name:</b>								
<b>Lot 1: LED Recessed Troffers</b>								
<b>Item 1a: 24" wide x 48" long, 3000 to 3999 Lumens</b>								
Bidder's Part/Stock Number	Item Description	Manufacturer Name	Manufacturer's Model Number or Product Description	Manufacturer's Order Code	Width (Inches)	Length (Inches)	Initial Light Output (Lumens)	Does the product utilize integrated LED technology?
<b>Item 1b: 24" wide x 48" long, 4000 to 4999 Lumens</b>								
Bidder's Part/Stock Number	Item Description	Manufacturer Name	Manufacturer's Product Description	Manufacturer's Order Code	Width (Inches)	Length (Inches)	Initial Light Output (Lumens)	Does the product utilize integrated LED technology?
<b>Item 1c: 24" wide x 48" long, greater than or equal to 5000 Lumens</b>								
Bidder's Part/Stock Number	Item Description	Manufacturer Name	Manufacturer's Product Description	Manufacturer's Order Code	Width (Inches)	Length (Inches)	Initial Light Output (Lumens)	Does the product utilize integrated LED technology?

## Review of the Price Pages documentation:

# PRICE PAGE EXAMPLE



## Proposal Overview:

***“A Bidder is responsible for the accuracy of its Proposal. A Bidder is directed to take extreme care in developing their Proposal and to carefully review their Proposal prior to submittal, as requests for withdrawals of any type are not likely to be granted.”***

# How This Contract Will Be Awarded

## Method of Award:

In accordance with New York State Finance Law Article 11 State Purchasing, it is the intent of OGS to award contracts by Item to the lowest responsive and responsible Bidders in accordance with the following:

Detailed information maybe found in **Section 5.1 Method of Award**

## Method of Award , Cont'd:

Lot 1 (LED Recessed Troffers)

Lot 2 (LED High Bay Lighting)

Lot 3 (LED Street Lighting)

Lot 4 (LED Wall Packs) and

Lot 5 (LED Exit Signs and Photoluminescent Signs)

Up to three awards will be made per Item to the products with the lowest evaluation price (EP). Only one award will be made for each manufacturers model.



## Method of Award , Cont'd:

### Lot 6 (LED T8 Plug and Play Tubes, 4 foot long)

Up to six awards will be made per Item to the products with the lowest evaluation price (EP). Only one award will be made for each manufacturers model.



# Method of Award , Cont'd:

## Lot 7 (T8 Linear Fluorescent Lamps)

- Item 7a (General Electric),
- Item 7b (Philips), and
- Item 7c (LEDVANCE – formerly Osram Sylvania)

Award will be made by Item to the Bidder with the lowest average price per Item calculated using the following formula: (One award per item)

$$\text{Avg. Price per Item} = [(\text{Lamp A EP}) * 0.15 + (\text{Lamp B EP}) * 0.70 + (\text{Lamp C EP}) * 0.15]$$

For Lamp A, B and C designations see Attachment 1 - *Pricing*



## Method of Award , Cont'd:

Item 7d (T8 Linear Fluorescent Lamps, any manufacturers)

Up to three awards will be made per Item to the products with the lowest evaluation price. Only one award will be made for each manufacturers model.

# Method of Award , Cont'd:

Lot 8 – (Electronic Ballasts for T8 LFLs)

Item's 8a and 8b (Electronic Ballasts for T8 Linear Fluorescent Lamps)

One award will be made by Item to the lowest total price for the market basket.

Item's 8c, 8d, 8e and 8f (Electronic Ballasts for T8 Linear Fluorescent Lamps, Any Manufacturer)

Up to three awards will be made per Item to the products with the lowest evaluation price. Only one award will be made for each manufacturers model.

## Method of Award , Cont'd:

### Lot 9 (Recycling Kits for Lamps and Ballasts)

Up to three awards will be made per Item to the products with the lowest price per cubic foot of the recycling kit (quantity of one). Only one award will be made for each manufacturers model.



# Notification of Award

Tentative contract awards shall consist of written notice to that effect by OGS to a selected Bidder, who shall execute a Contract upon a determination by OGS that the Bidder is responsive and responsible.

Non-awardees will also be notified that their Bid was not selected for award.

# Responsiveness:

To be considered responsive, a Bidder must submit a complete Proposal that satisfies and addresses all requirements stated in this Solicitation.

# Administrative Proposal

## Bidder Responsibility:

OGS conducts a review of prospective Contractors (“Bidders”) to provide reasonable assurances that the Bidder is responsive and responsible. A For-Profit Business Entity Questionnaire (hereinafter “Questionnaire”) is used for non-construction Contracts and is designed to provide information to assess a Bidder’s responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history.



## Bidder Responsibility:

OGS recommends each Bidder file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at the Office of the State Comptroller's (OSC) website at:

[http://osc.state.ny.us/vendrep/info\\_vrsystem.htm](http://osc.state.ny.us/vendrep/info_vrsystem.htm) or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

**Bidder must complete and certify (or recertify) the Questionnaire no more than six (6) months prior to the Bid due date**



## MWBE and SDVOB Participation Goals:

OGS has established a goal of **15%** for minority-owned business enterprises (MBE) participation and **15%** for women-owned business enterprises (WBE) participation (collectively referred to as MWBE) for a total contract MWBE goal of **30%**.

At this time OGS is determining the SDVOB goals and will provide additional details as they become available. But, be aware, there will be SDVOB goals.

The current requirements are included in **Section 6.21** of the solicitation.

# MWBE Utilization and Staffing Plans:

- 1) Bidders are required to submit a completed utilization plan on Form MWBE 100 with their bid.
- 2) Bidders are required to submit a completed equal employment opportunity staffing plan on Form EEO 100 with their bid.

OGS strongly encourages bidders to begin working with the OGS Office of Minority and Women-Owned Business Enterprises to complete these requirements.

Forms are available at: <http://www.ogs.ny.gov/MWBE/Forms.asp>.



# Insurance Requirements:

See **Attachment 4** of the solicitation for complete requirements.

- The solicitation contains specific requirements for the additional insured endorsement.
- Requires proof of Workers' Compensation and Disability Benefits Insurance.
- Requires proof of Commercial General Liability Insurance and Business Automobile Liability Insurance.
- Umbrella/Excess policies.



## New York State Contract Reporter:

- 1) You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this solicitation.
- 2) Navigate to the “I want to find contracts to bid on” page to register for your free account.
- 3) Any updates to the solicitation documents will also be available through the NYSCR.

## New York State Contract Reporter, Cont'd:

- 4) The questions and answers document will also be available through the NYSCR.
- 5) If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates.



## Format of Bid Submission:

1. The requirements for the proposal are detailed in **Section 4.4 'Format and Content of Bid Submission'**.
2. Should any amendments be issued, please make sure that the latest documents are submitted with your proposal along with the signed Purchasing Memo issued for the amendment.

To be notified of amendments and other changes, you must register with the NYS Contract Reporter and choose the option to receive notifications.

## Proposal Package :

A complete Proposal package must be received by OGS Procurement Services by the date and time of the Bid opening. Late Bids shall be handled in accordance with Appendix B, Late Bids.

Any Bid pricing or portions thereof submitted on CD or flash drive that are incomplete or that cannot be opened/accessed may be rejected.

## Proposal Submission:

All bids must have a label on the outside of the box or package itemizing the following information:

1. BID ENCLOSED (preferably bold, large print, all capital letters)
2. SOLICITATION **#23083**
3. Bid Opening due date and time (12/20/2017 11:00 AM)
4. The number of boxes or packages (i.e., 1 of 2, 2 of 2)



## Proposal Submission, Cont'd:

All bids shall be delivered to the following address on or before 11:00 AM ET on or before the bid opening date of 12/20/2017:

**State of New York Executive Department**

**Office of General Services**

**Procurement Services**

**Corning Tower - 38th Floor Reception Desk**

**Empire State Plaza**

**Albany, NY 12242**



## Proposal Package, Cont'd:

Bidders are responsible for the accuracy of their Bids. All Bidders are directed to take extreme care in developing their Bids. Bidders are cautioned to carefully review their Bids prior to Bid submission. A Bid that fails to conform to the requirements of the Solicitation may be considered non-responsive and may be rejected.

The list of a complete Proposal may be found in **Section 4.4 Format and Content of Bid Submission.**



# Reminders:

- 1) Here's how to contact us:
  - Reach out to the Designated Contacts listed on page 1 in the IFB
- 2) Where to find the IFB information:
  - <https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>
- 3) Bidder questions are due:
  - 12/1/2017 at 5:00 PM EST
- 4) When the bids are due:
  - 12/20/2017 at 11:00 AM EST

# Questions?